




West Virginia

Entered the Union: 1863
Population (est. 1994):
1,822,000 Rank: 35/50
Land Area (square miles):
24,087 Rank: 41/50


State Historical Records Coordinator:
Frederick H. Armstrong, Director
Archives and History
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ARCHIVES AND RECORDS PROGRAM	FINANCES 
State Archives Established: 1890 State Records Management Initiated: 1961 not currently functional Archives Placement: Department of Education and the Arts, Division of Culture and History, Archives and History Section	Total State Govt Expenditures (1993): \$4,832,665,000 Total Budget, Archives (FY 1994): \$132,000 <small>See "Notes" section, below, for program elements included in budget and FTEs.</small> Percent of Total State Expenditures Allocated to Archives: 0.003 % State Archives funding has been relatively stable over last 2 years.

STAFFING		
State Government FTEs (1992): 33,597	Number of Archives FTEs per 1000 State FTEs: 0.10	
Archives FTEs (1994): Total 3.5	Average earnings for all full-time state employees (Oct. 1992): \$ 23,628	
	Salary ranges for entry level professionals Archivist I \$19,764-32,184	

HOLDINGS				
State Archives				
Paper records	Government	13,250	cu. ft.	
	Nongovernment	1,600	cu. ft.	
Microfilm (total no. of rolls)		30,679	rolls	
Photographs		71,500	items	
Film and video		76,250	feet	
Maps, blueprints, drawings		1,500	cu. ft.	
Books, other printed		64,000	items	

ACCESS TO RECORDS IN STATE ARCHIVES



Reference services provided (FY 1994)

Individual daily visits	15,574
Mail requests	2,576
Phone requests	2,183

Reference activity increased over last 2 years.

Services provided free of charge:

Use of reference room
Answers in-state and out-of-state mail requests





Services provided for a fee:

Photocopies and faxes of documents or finding aids No fees have been initiated in last 2 years.

Arrangement and description activities (FY 1994)

Records arranged and described	280 cu. ft. (125 series)
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Nonelectronic finding aids available at State Archives describe 100% of the holdings at the record group and 50% at series level.

FACILITIES 	
State Archives Building (rented from state agency) Constructed: 1976 Total storage capacity: 30,360 cu. ft. Percent now occupied: 55% Will be full in 5-10 years No construction planned Existing environmental controls (ANSI standards): 0% year-round temperature controls 0% year-round humidity controls 100% fire detection 0%	State Records Center A private contractor provides records center facilities for West Virginia state government.
SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES	
Technical assistance provided by State Archives (FY 1994): Not tabulated. No. of local government units (1992): 55 counties 55 school districts 231 municipalities 366 special districts	Services by State Archives to state and local government agencies and nongovernment repositories: Consultation/advice State Archives has authority to accept original archival records from local governments
MICROGRAPHICS 	PRESERVATION POLICIES AND SERVICES 
There is no centralized micrographics program. The State Archives performs minimal filming of state records and some newspapers. State Archives has experienced redox problems. State Archives stores security microfilm for state and local government agencies.	Preservation activities by State Archives (FY 1994) 280 cu. ft. rehoused State Archives does not have a written preservation plan nor a written disaster plan. State Archives does not have a preservation officer and does not employ a trained, full-time conservator. West Virginia does not have a statewide preservation plan nor a disaster response team.
AUTOMATED APPLICATIONS 	
State Archives uses automated applications for the following: Finding aids Word Perfect Accessioning Professional File Inventory control Professional File Correspondence Word Perfect, Professional Write Publications Word Perfect, Pagemaker	Electronic Mail State Archives staff has limited access to electronic mail. NASIRE reports that government wide e-mail is available.

ELECTRONIC RECORDS

No activity reported.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES**Definition of a record**

1980 statute

Does not include e-mail or electronic records.

Public's right to access to government records
provided in statute.

Restrictions to specific classes of records are not
provided

Permanent paper standards
None

Optical imaging standards
None

Admissibility of microfilm

1990 statute

Admissibility of optical images

1990 statute

Admissibility of electronic records

1990 statute

Theft/defacement of a public record

None

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None

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES**Information Resources Management**

No activity reported.

Information Policy Coordination

No activity reported.

Government Information Locator Service

No activity reported.

Electronic Access to Government Information and Services

NASIRE reports no activity.

NGA reports that West Virginia is participating in an initiative to incorporate technology in the classroom.

SHRAB ACTIVITIES

**Assessment and Strategic Plan**

The West Virginia Historical Records Advisory Board submitted a report in progress on State Records Assessment and submitted request to resume and complete with strategic plan for 1996.

FOR FURTHER INFORMATION

**State Archives and Records Management**

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Notes

Program elements included in Archives budget and FTE figures:

The state archives budget figures include most of the core elements found in typical state archives programs (appraisal, accessioning, processing, archival description and reference, records scheduling, and training).

Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report: Frederick H. Armstrong, Director, Archives and History, 1900 Kanawha Blvd. East, Charleston, WV 25305-0300. Telephone: (304) 558-0230, ext. 164. Fax: (304) 558-2779.

Estimated State Population (July 1, 1994): Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.